

**PROCEDURE FOR FILING  
APPLICATION FOR INTRASTATE  
CHARTER OR REGULAR ROUTE AUTHORITY  
WITH THE**

**MICHIGAN DEPARTMENT OF TRANSPORTATION  
Passenger Transportation Division  
Motor Bus and Limousine Regulatory Services B-425  
Post Office Box 30050  
425 West Ottawa  
Lansing, Michigan 48909**

The Motor Bus Transportation Act 432 PA 1982, as amended, requires any person engaged in the transportation by motor bus for hire upon the public highways of this state, either directly or through any device or arrangement, to first obtain a certificate from the Department of Transportation.

A motor bus is defined as a self-propelled motor vehicle designed or used to transport more than 15 passengers and their baggage for hire upon any public highway of this state.

The following steps must be completed correctly in order to obtain a Certificate of Authority to operate as a motor carrier of intrastate passengers in the State of Michigan. Following completion of these steps and a passed safety inspection, a Certificate of Authority will be issued.

**1. APPLICANT INFORMATION, PART 1**

The applicant must completely fill out the Applicant Information. Failure to provide the requested information may result in the return of your application. This application must include the following:

- a) Certified copy of applicant's Articles of Incorporation or Articles of Organization or Certificate to Conduct Business under an Assumed Name, or Articles of Co-partnership (as applicable).
- b) Certified copy of applicant's Certificate to Conduct Business in Michigan (if incorporated in a state other than Michigan). If needed, please contact the Corporations & Securities Bureau at (517) 241-6400.

**2. EQUIPMENT VEHICLE ROSTER**

Submit an Equipment Vehicle Roster (form attached) listing the equipment to be operated by the applicant under the issued authority. Annual safety inspections conducted by other states/provinces may be used for carriers physically located outside the state of Michigan. Please call (517) 335-2574 for the current listing and instructions. Photocopies of current equipment inspections from the Michigan State Police (yellow and black school buses only) will be accepted. If the applicant's equipment has not been inspected by one of the above, upon

receipt of (1) the letter of application, (2) equipment vehicle roster, (3) certificate of insurance, and (4) applicant filing fees, the applicant will be contacted by a M•DOT safety inspector to arrange an appointment for the vehicle inspection. All revenue vehicles to be operated by the carrier must be listed on the vehicle roster and pass a state inspection before a certificate of authority will be granted.

### 3. CERTIFICATE OF INSURANCE

You must request your insurance company to submit an M•DOT form No. 3007, Certificate of Insurance, to M•DOT, certifying bodily injury and property damage protection of \$5 million combined, as well as Michigan basic no-fault coverage. **The name appearing on your insurance certificate must be identical to that shown on your application.** Your insurance company may obtain blank 3007 forms from M•DOT, by contacting this office at (517) 335-2583. Filings must be signed by the insurance company or authorized branch representative. **The signature of an insurance agent or insurance agency personnel is not acceptable.** NO OTHER TYPE CERTIFICATE OF INSURANCE FORM WILL BE ACCEPTED.

### 4. APPLICANT FILING FEES

Submit a check made out to the “**State of Michigan**” for:

- A. Original applicant fee in the amount of \$300.
- B. Annual registration fees for each motor bus listed on the equipment vehicle roster in the amount of \$25 each.
- C. Modification or change to an existing certificate of authority in the amount of \$25.

Any of the above fees may be combined in one check.

### 5. PROCESSING:

Processing of a completed application usually takes from 1 to 2 weeks. A carrier may not commence intrastate operations until the certificate and decals are issued. **To avoid processing delays, please insure that all questions are answered, required documents are included, and the application is properly signed and verified.**

NOTE: IF YOU NEED ASSISTANCE OR HAVE QUESTIONS CONCERNING THE APPLICATION PROCESS, CALL (517) 335-2583

FAX NUMBER 517-241-0127.